



RECORDS RETENTION SCHEDULE

COMMISSION ON THE DEAF & HARD OF HEARING

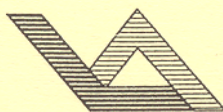
Schedule Date: September 8, 2005

Prepared by

STATE RECORDS BRANCH

Public Records Division

Kentucky Department for Libraries and Archives



RECORDS RETENTION SCHEDULE

Signature Page

Commission on the Deaf & Hard of Hearing

September 8, 2005

Agency

Schedule Date

Unit

September 8, 2005
Change Date

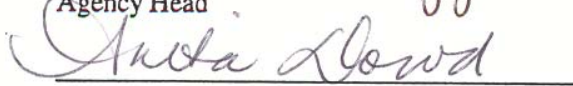
September 8, 2005
Date Approved by Commission

APPROVALS

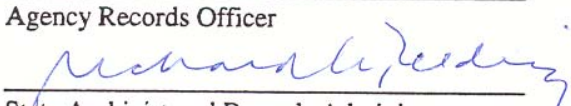
The undersigned approve of the following Records Retention Schedule or Change:


Agency Head

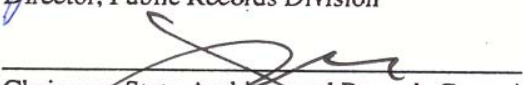
9-8-05
Date of Approval


Agency Records Officer

9-8-05
Date of Approval

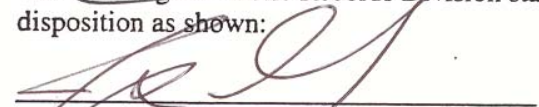

State Archivist and Records Administrator
Director, Public Records Division

9-8-05
Date of Approval

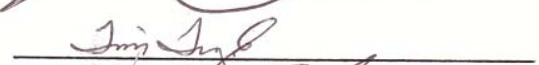

Chairman, State Archives and Records Commission

9/08/05
Date of Approval

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:


Records Analyst/Regional Administrator

9/8/05
Date of Approval

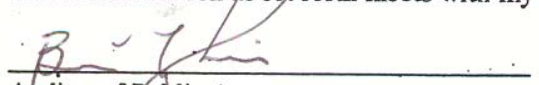

Appraisal Archivist

9/8/05
Date of Approval


State/Local Records Branch Manager

9/8/05
Date of Approval

The determination as set forth meets with my approval.


Auditor of Public Accounts

9/8/05
Date of Approval

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Schedule Date: September 08, 2005

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Education
Deaf and Hard of Hearing, Commission on the

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
05432	Telecommunication Distribution for the Deaf Program Client File (C) KRS 61.878 (1)(a) (V)	This program allows deaf, hard of hearing or speech impaired individuals to apply for a telephone specially suited to their needs. The client provides a professional's (e.g., doctor, audiologist) documentation of hearing loss. Applicants submit a completed application with a copy of their telephone bill and a copy of some form of identification. An applicant must have a land line. A resident of an assisted living facility must have a phone in his/her room. Once the application is approved or denied, the client is assigned a date based on request of information. It usually takes thirty (30) days after approval for the client to receive equipment, but can take up to sixty (60) days. Vendors send equipment directly to the client, though financial transactions take place through DHH. Clients may reapply after four (4) years for new equipment or a change in technology. The warranty is good on equipment for four (4) years, so that the company will replace equipment if it malfunctions within that time frame. DHH maintains a database of clients containing names, dates and equipment received by client.	Original application, proof of identification, telephone bill, physician's statement, purchase order, invoice, copy of check, correspondence.	Agency: 2	Records Center: 6	Archives Center:
				Transfer to State Records Center. Destroy after audit.		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education
Deaf and Hard of Hearing, Commission on the

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
05433	Interpreter Reference Services -- Interpreter File (C) KRS 61.878 (1)(a) (V)	KRS 163.510(4) requires the commission to oversee the provision of interpreter services to the deaf and hard of hearing. In accordance with the requirements of the Rehabilitation Act (29 USC 794) and the Americans with Disabilities Act (42 USC 12132), KCDHH Interpreter Services shall be provided to a state agency if: (a) those services are necessary to receive public service by an individual who is deaf or hard of hearing; (b) those services are requested by a state agency employee who is deaf or hard of hearing; (c) those services are required under a provision of the Acts; or (d) those services are necessary to provide accessibility to a public event. The state agency requests an interpreter through DHH. DHH's responsibility is limited to finding a match and connecting the agency with the interpreter. The exception is some sort of dispute (e.g., non-payment or a complaint on the part of the consumer or deaf person), in which case the commission must investigate according to 735 KAR 2:060. Interpreters are certified at the national level through the Registry of Interpreters for the Deaf (RID) or the National Association of the Deaf (NAD) and at the state level through Occupations and Professions. Interpreters must provide a copy of their National Licensure from either NAD or RID, and are not used for assignments unless the commission has a current copy of their license. They must also provide a copy of their Kentucky state license and commission staff check the Occupations and Professions Licensure page to verify the license is current and ensure the Interpreter does not have any disciplinary actions pending against them. These files document the interpreter's certification, current areas of speciality, and contact information.	Evidence of certification (State and National); complaints, contact information, and specialities. May contain financial information.	Agency: I	Records Center:	Archives Center:
				Destroy three (3) years after file becomes inactive		